# Capital Budgeting in CIIS



Prepared by the Office of Management and Budget

# How To Sign in to CIIS

 Go to the intranet on the County's server <a href="http://intra.miamidade.gov/ciis">http://intra.miamidade.gov/ciis</a>

For test purposes
 <a href="http://devnet3/ciis/CIIS\_MENU\_Budget.asp">http://devnet3/ciis/CIIS\_MENU\_Budget.asp</a>



# Sign-In Screen



intra.miamidade.gov



#### **PROJECTS**

Capital Projects (R)

GOB Projects (R)

**QNIP Projects** 

A & E Projects

#### **Contracts / Agreements**

Contracts by Dept (R)

MCC RPQ Contracts (R) (B)

EDP Agreements

Architecture & Eng.

#### STANDARD PROCEDURES

Capital Constr. Overview Policies & Procedures
Contract Language

Contract Forms

Help and Training

#### **REPORTS**

Reports

FAQ's

#### Contact Us

# Miami Dade County Capital Improvements Information System

The Capital Improvements Information System (CIIS) is a web-based project management tool used to monitor schedule and related cost information and other associated details for capital projects countywide.

The CIIS System is used to monitor and track all capital projects for the Building Better Communities General Obligation Bond Program (BBC-GOB) and the Quality Neighborhood Improvement Program (QNIP). CIIS is also used to prepare the County's Multi-Year Capital Plan.

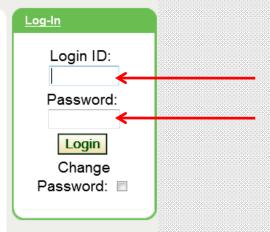
CIIS contains modules to implement and monitor the Miscellaneous Construction Contract Program (MCC), the Equitable Distribution Program (EDP) and Request to Advertise, Award Recommendations and Change Orders for non-MCC construction contracts and professional services agreements.

This database can be easily updated, is available to all County departments, allows staff to quickly identify projects that may be lagging behind or not adhering to their budget and, therefore, gives project managers the opportunity to take prompt remedial action.

In order to assist County departments in the implementation of their capital program, CIIS includes a section for standardization, which comprises modules for standard contract language, contract forms, policies and procedures.

CIIS is managed by <u>The Internal Services Department (ISD)</u> with the assistance of the Information Technology Department (ITD).

Please use the menu on the left to access information relating to Miami-Dade County Capital Construction processes.



#### intra.miamidade.gov

# MIAMIDADE

#### **PROJECTS**

Capital Projects (R)

GOB Projects (R)

QNIP Projects

A & E Projects

#### test1: Your previous logon was: Tuesday, December 10, 2013 at 9:12:27 AM

#### Capital Budget Projects Menu

Select by Department: BU - Management and Budget

#### Search for Budget Number

#### Contracts / Agreements

Contracts by Dept (R)

MCC RPQ Contracts (R) (B)

**EDP Agreements** 

Architecture & Eng.

#### STANDARD PROCEDURES

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Select Budget Project by Number:

Select Budget Project By Desc : Select by Desc Dept-BU Project. ▼

(Unbalanced OMB in red) | Select by Num Dept-BU Project.

Add New Funded Management and Budget Project

Add New UnFunded Management and Budget Project View Management and Budget Budget Contract List

> Search for Site Number Search for Index Code

**OMB Imbalanced Sites** 

#### CIIS Proposed Book Report

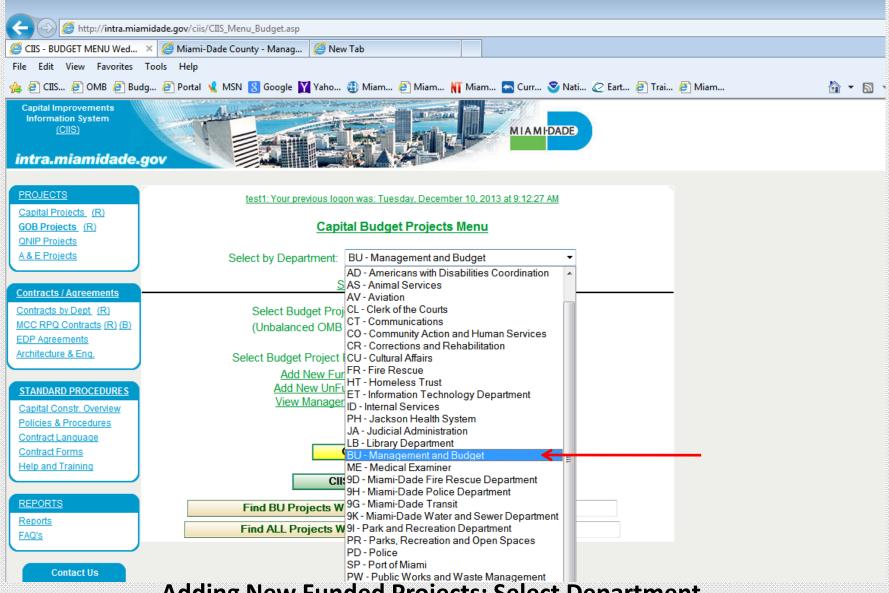
Find BU Projects With Search String ==>

Find ALL Projects With Search String ==>

#### **Contact Us**

Phone: 305-375-2724 ISD Staff

• To ensure you are working in the Capital Projects Module, always click on the Capital **Projects** link



**Adding New Funded Projects: Select Department** 

 Click on the <u>Select By Department</u> drop-down to select your department

#### intra.miamidade.gov



#### **PROJECTS**

Capital Projects (R)

GOB Projects (R)

QNIP Projects

A & E Projects

#### Contracts / Agreements

Contracts by Dept (R)

MCC RPQ Contracts (R) (B)

**EDP Agreements** 

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test1: Your previous logon was: Tuesday, December 10, 2013 at 9:12:27 AM

#### Capital Budget Projects Menu

Select by Department: BU - Management and Budget

Search for Budget Number

Select Budget Project by Number:

(Unbalanced OMB in red) Select by Num Dept-BU Project.

Select Budget Project By Desc : Select by Desc Dept-BU Project. ▼

Add New Funded Management and Budget Project

Add New UnFunded Management and Budget Project

View Management and Budget Budget Contract List

Search for Site Number Search for Index Code

**OMB Imbalanced Sites** 

CIIS Proposed Book Report

# Adding New Funded Projects: "Add" a project

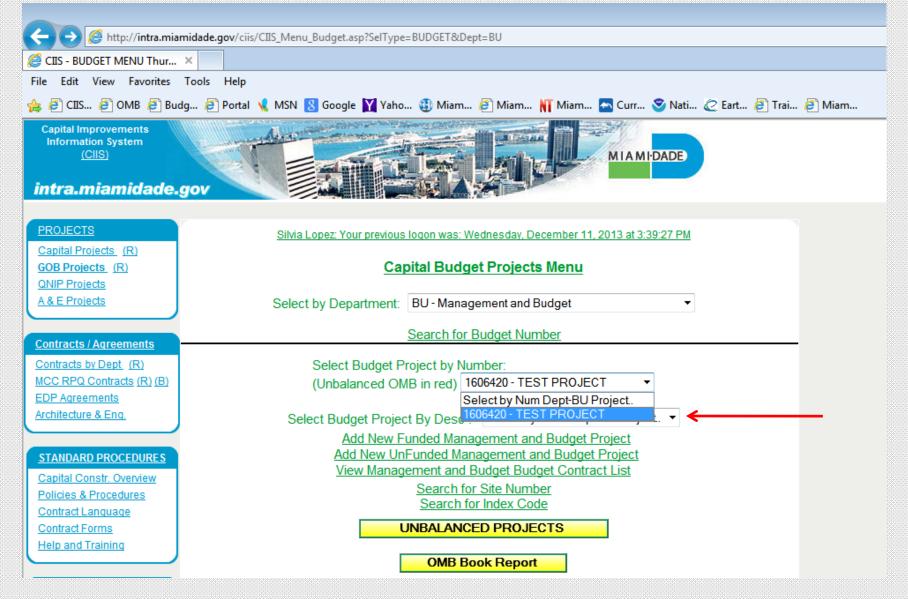
• Click on the Add New Funded Project



Chg Proj Name: Project:	: 1606420 TEST PROJECT ▼																
Description:	Desig	Design and construct new facility															
Location:													1			*	
	1111									7							
Location Code: Comm. District Physically Located:									•								
Conn. District Physically Colaids.	1	2	3	4	5	6	7	8	9	10	11	12	13	cw	UM TI		
Comm. District(s) served:	1	2	3	4	5	6	7			10	11	12	12	cw	UM TI		
	_	-		<u> </u>										7			
Comm. Council:	Not A	Appli	icabl	le						•							
Strategic Area:					ent										•		
Function:	New	/ Fac	ilitie										¥				
		New Facilities ▼ GG1-1 : Provide easy access to information and services															
Est. Start Date:						ddyy											
Est. Completion Date:						ر رحد در فق											
CIE info:						7	,,,,										
CIE Element:									•								
Sustainability Component:					reen	" Bu	ildin	g Ce	rtific	ation							
Will begin in Fiscal Year:										100	-						
Number of Addti FTEs:																	
Federal Stimulus:	Yes (	D N	0 🐵														
MARK FOR DELETION: USIFICATION/COMMENTS: OR REASON FOR DELETION																	
PROJECT COMPLETED?:																	
PTP PROJECT?:																	
TIP PROJECT?:																	
Print Save/Update Add New Fund	ed Pro	niect			B:	ack		C	ance	l/Exi							
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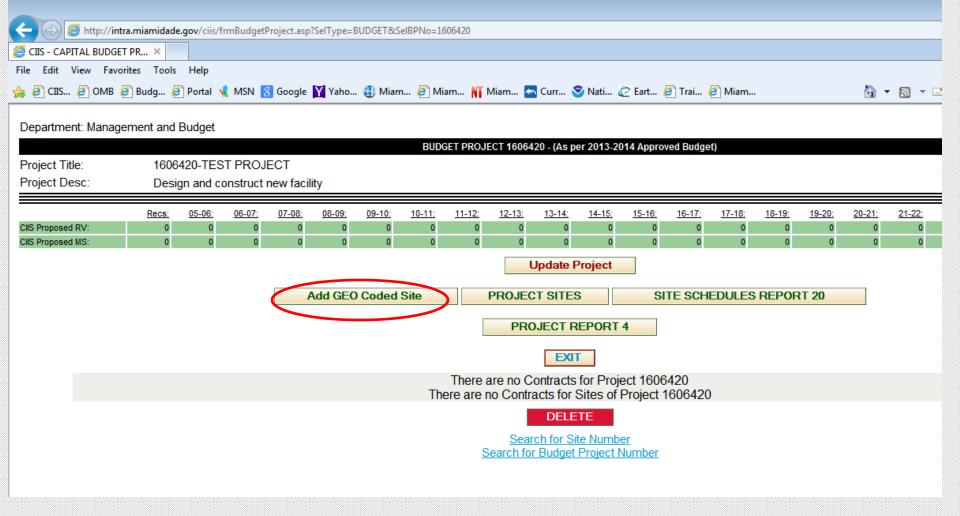
# **Adding New Funded Projects: Enter Project Information**

- Once all required information is entered into the system, click on <u>Save/Update</u> to save the information
- Then click on **Cancel/Exit**



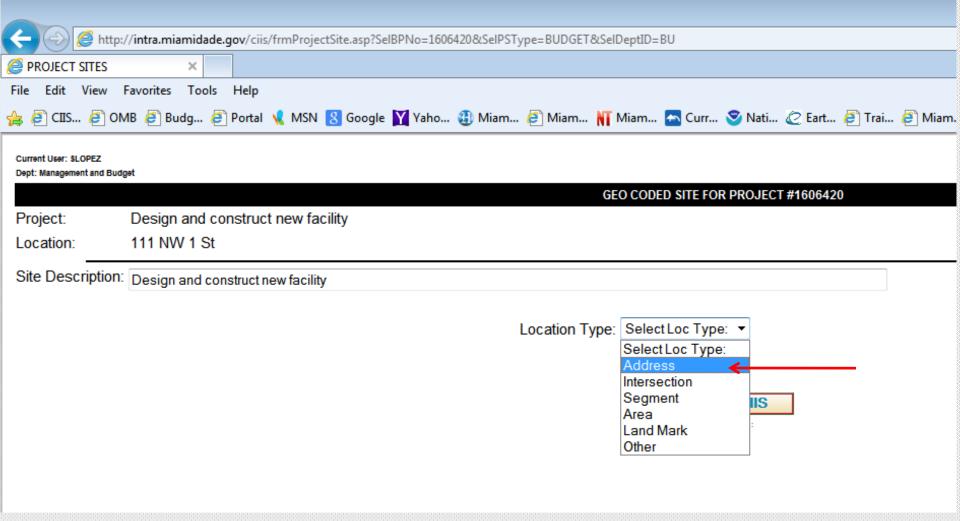
### **Adding New Funded Projects: Find the New Project**

Click on <u>Select Budget by Project by Number</u> or <u>Budget Project by Description</u> to find capital project(s)



# **Adding Project Sites**

 Click on the tab <u>Add GEO Coded Site</u> to add site information that will allow you to add financial information to the project



# **Adding GEO Coded Sites: Select Location Type**

- Click on the **Select Loc Type** drop-down and choose site code for project
- There are several options to choose from when selecting your GEO Coded Site

#### GEO CODED SITE FOR PROJECT #1606420

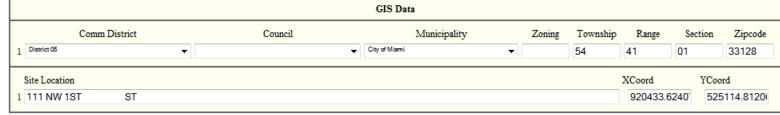
Project: Design and construct new facility

Location: 111 NW 1 St

Site Description: Design and construct new facility



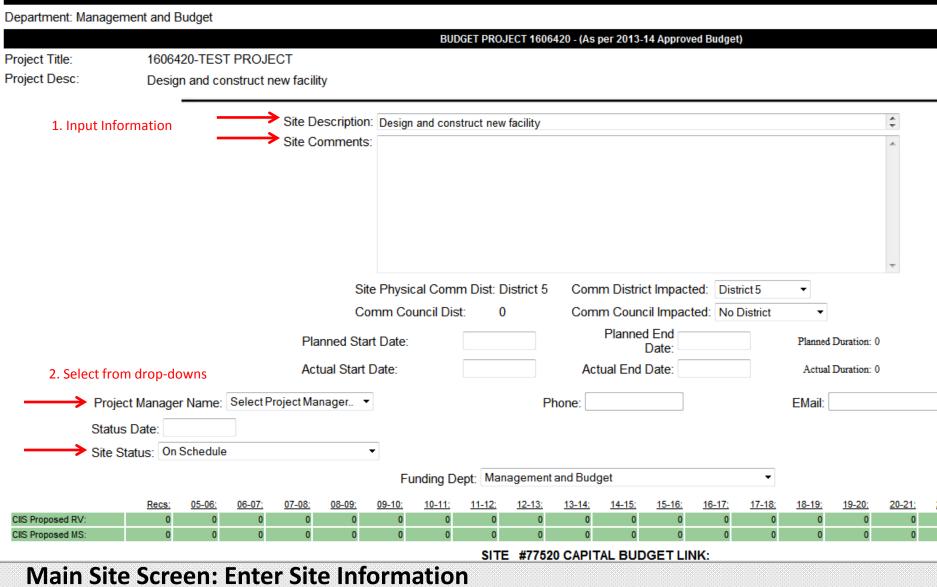






# **Adding GEO Coded Sites: Entering an Address**

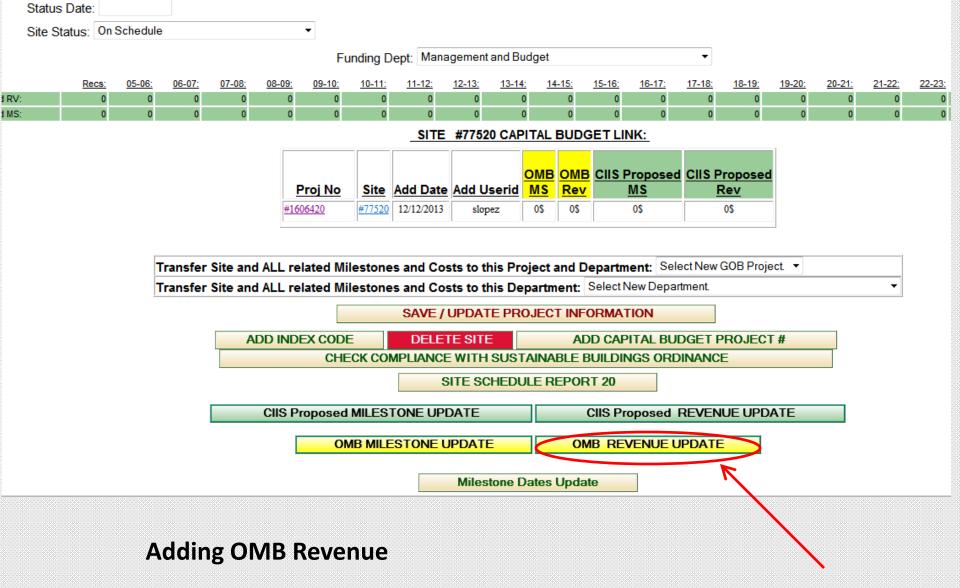
- Update the fields within the <u>Address Entry Form</u> and click <u>Find Address</u>
- The GIS Data will automatically be updated
- Then click **Add** to save information



MAIN SITE PAGE - Site / Location #77520 - 111 NW 1ST ST-Design and construct new facility

12

- Input Site Description and Site Comments in the text input fields
- Select Project Manager and Site Status from drop-downs
- This screen will allow you to update the overall site information. Remember to scroll down to "SAVE/UPDATE" the information entered.



• Click on **OMB Revenue Update** tab to add revenue to project

#### Department: Management and Budget

#### BUDGET PROJECT 1606420 - (As per 2013-2014 Approved Budget)

Project Title: 1606420-TEST PROJECT

Project Desc: Design and construct new facility

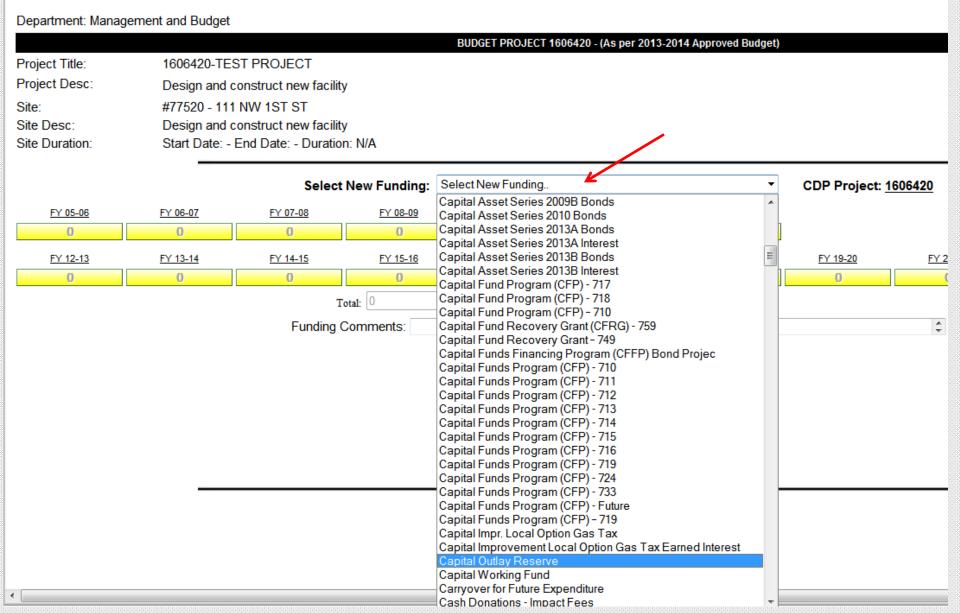
Site: #77520 - 111 NW 1ST ST-Design and construct new facility

						OMB	Funding Undata				
						OMB	Funding Update				
Funding:	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	09-10	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
Funding:	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-1(</u>
GOB Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0



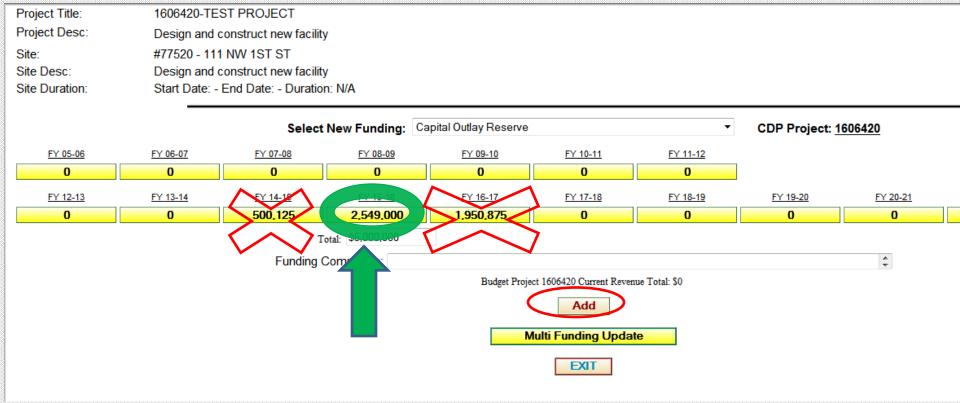
# **Adding OMB Revenue: Adding Revenue Sources**

• Click on the **Add New OMB Funding** tab to add new revenue



# **Adding OMB Revenue: Adding Revenue Sources**

• Click on the Select New Funding drop-down to see the list of available revenues and move cursor down to select revenue



## **Adding OMB Revenue: Entering Revenue Amounts**

- Once revenue is selected from drop-down, type the value of the revenue source in the fiscal year(s) to be received
- All dollars should be entered in whole figures which are rounded to nearest \$000
- Click Add to save information and add revenue to project
- To add a new revenue source, click the "Refresh" tab and repeat the steps listed above



#### BUDGET PROJECT 1606420 - (As per 2013-2014 Approved Budget)

Project Title: 1606420-TEST PROJECT

Project Desc: Design and construct new facility

Site: #77520 - 111 NW 1ST ST-Design and construct new facility

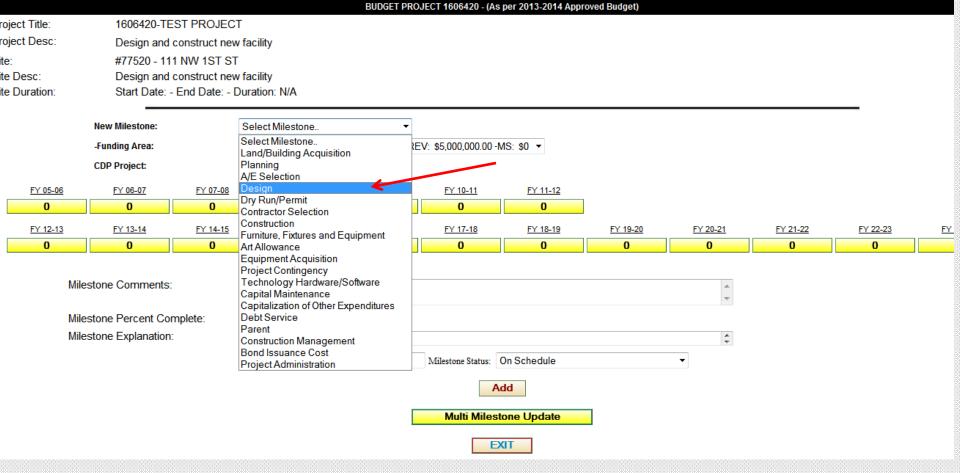
				-											-
									OMB Milest	tones Update					
Milestones:	05-06	06-07	07-08	<u>08-09</u>	09-10	<u>10-11</u>	11-12	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>
Milestones:	05-06	06-07	07-08	08-09	09-10	<u>10-11</u>	11-12	12-13	13-14	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



# **Adding Milestones**

• Click on Add New OMB Milestones tab to choose milestones for project

epartment: Management and Budget 12/12/2013



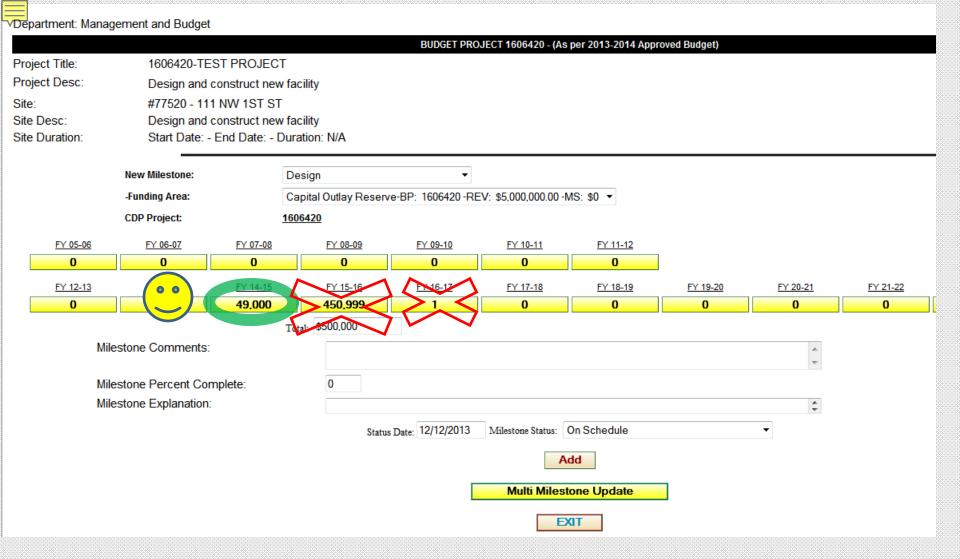
# **Adding Milestones: Selecting Project Milestones**

• Click on **Select Milestone** drop-down and scroll mouse over desired milestone

# **Adding Milestones: Linking Milestone to Funding**

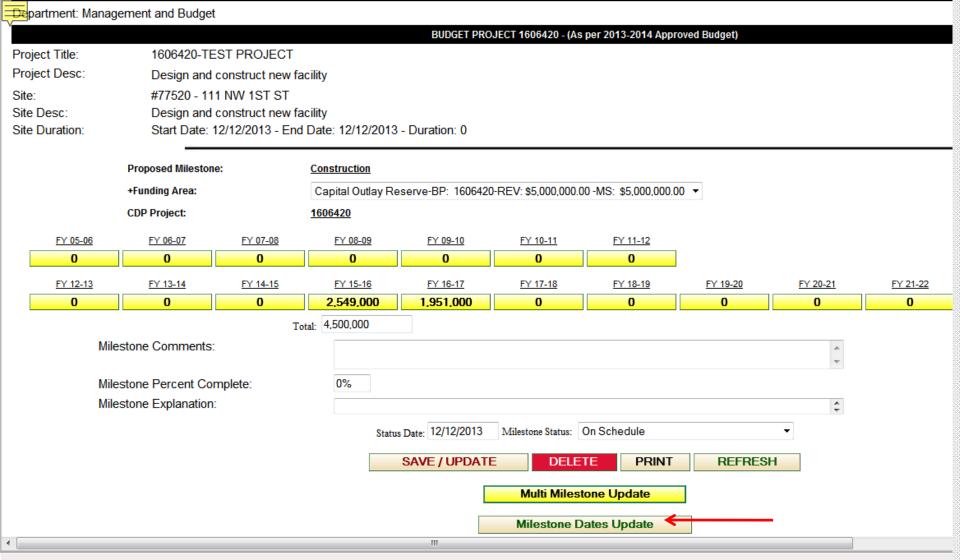
EXIT

- Click on <u>Funding Area</u> drop-down to find appropriate revenue source to fund the milestone
- Important: DO NOT OVER ALLOCATE revenue to milestones



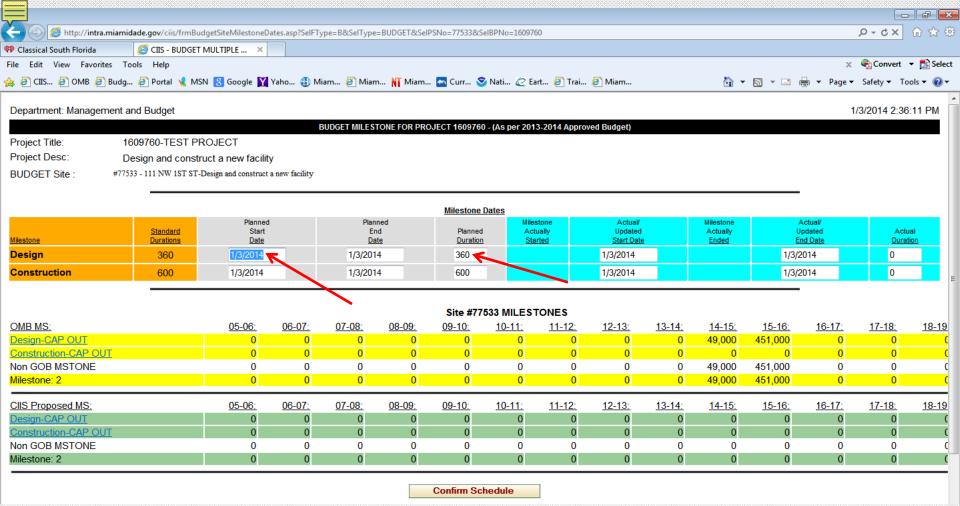
# **Adding Milestones: Entering Milestone Amounts**

- Select the appropriate fiscal year expenditures to be incurred (enter whole figures rounded to the nearest \$000)
- Click Add to add revenue to project and save information
- To add a new milestone click "<u>Refresh</u>" and repeat previous steps



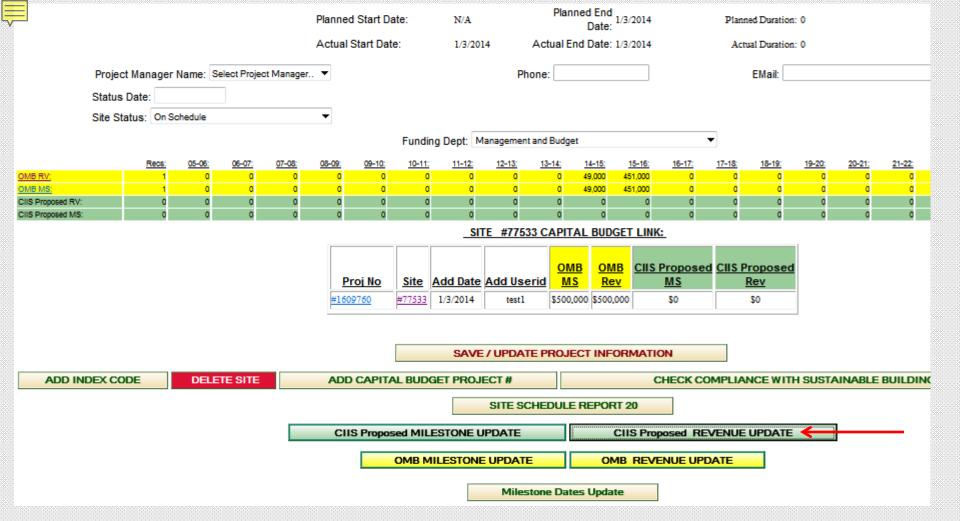
# **Adding Schedule Dates**

• Click "Milestone Dates Update"



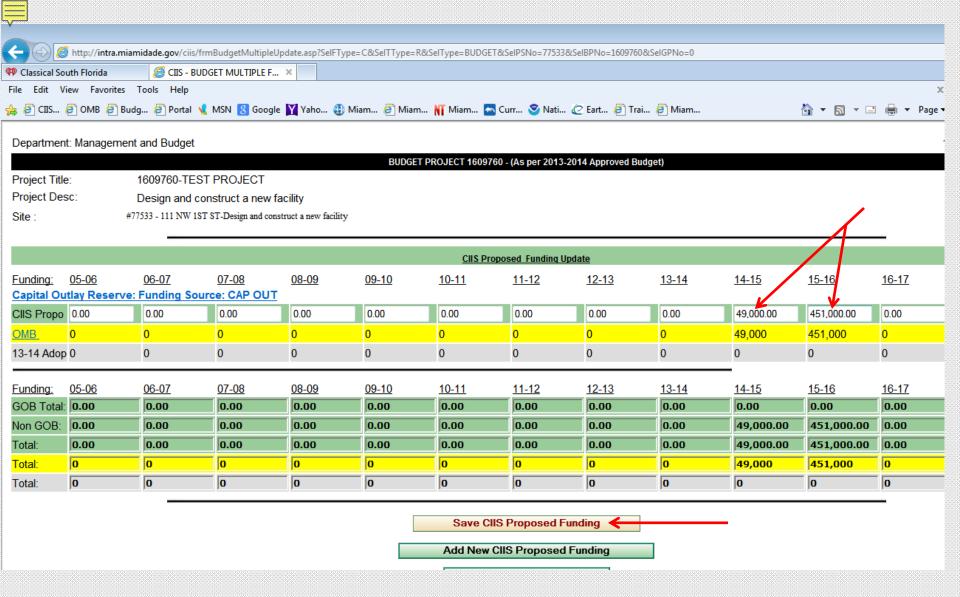
# **Adding Schedule Dates: Entering Start Date and Milestone Duration**

- Type in the "Planned Start Date" for the first milestone listed, then input the duration (in calendar days) in the "Planned Duration" box. Continue to input the duration of the milestones listed below, in sequence. The dates will automatically adjust.
- "Actual" dates shown on the right hand blue area will remain open for updates from this point forward to indicate progress of the project.
- Click "Confirm Schedule" to save the information and lock in the "Planned" schedule then click "Exit".



# Working in the "Green" Module: Entering Revenues and Milestones

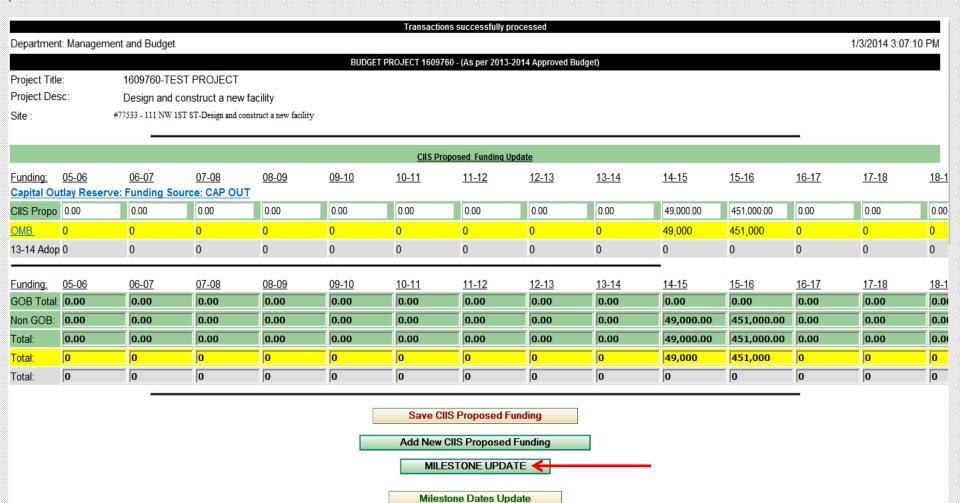
Click "CIIS Proposed REVENUE UPDATE"



# Working in the "Green" Module: Entering Revenues

• In the input boxes type in the revenue amounts shown in the "yellow" module, then click "Save CIIS Proposed Funding"





# Working in the "Green" Module: Entering Milestones

Click "MILESTONE UPDATE"

#### BUDGET PROJECT 1609760 - (As per 2013-2014 Approved Budget)

Project Title: 1609760-TEST PROJECT

Project Desc: Design and construct a new facility

Site: #77533 - 111 NW 1ST ST-Design and construct a new facility

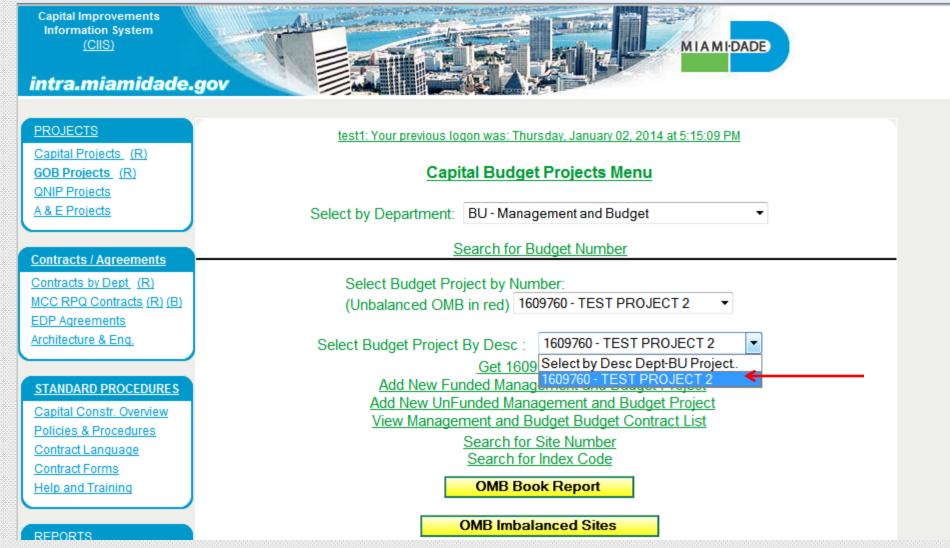
							CIIS Prop	osed Milestones	Update				
Milestones:	05-06	<u>06-07</u>	07-08	<u>08-09</u>	09-10	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
<u>Design</u> : Fu	nding Source:	(CAP OUT)	REV: \$5,000,0	000 - EXP: \$0									
CIIS Propo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,000.00	45,100.00	0.00	0.00
OMB_	0	0	0	0	0	0	0	0	0	49,000	451,000	0	0
CIIS Actua	0	0	0	0	0	0	0	0	0	0	0	0	0
13-14 Adop	0	0	0	0	0	0	0	0	0	0	0	0	0
										***			
	on: Funding So	urce: -(CAP O	UT) REV: \$5	5,000,000 - EXF									
CIIS Propo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00
OMB_	0	0	0	0	0	0	0	0	0	0	1,000,000	3,500,000	0
CIIS Actua	0	0	0	0	0	0	0	0	0	0	0	0	0
13-14 Adop	0	0	0	0	0	0	0	0	0	0	0	0	0
										-			
Milestones:	05-06	<u>06-07</u>	07-08	08-09	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,000.00	1,045,100.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,000.00	1,045,100.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	49,000	1,451,000	3,500,000	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0

Save CIIS Proposed Milestones

Add New CIIS Proposed Milestones

# Working in the "Green" Module: Entering Milestones

- In the input boxes type in the milestone amounts shown in the "yellow" module, then click "<u>Save CIIS Proposed</u> <u>Milestones</u>"
- Click "Exit" at each subsequent screen to go all the way back to the main **Capital Budget Projects** screen.



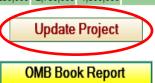
## **Updating Existing Projects in CIIS**

Click on the drop-down and select project from list

Project Title: 1609760-TEST PROJECT 2

Project Desc: Repair and renovate an existing facility

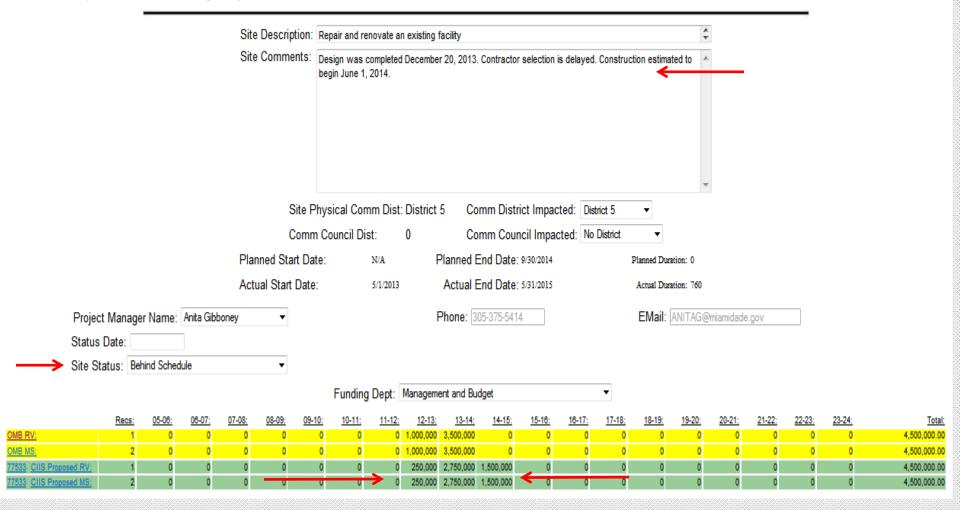
									CD	P Projec	t Reven	iue							
CDP Revenue:						Prior:		<u>10-11:</u>		<u>11-12:</u>		<u>12-13:</u>		<u>13-14:</u>		<u>14-15</u>	<u>j:</u>	<u>15-1</u>	<u>6:</u>
Capital Outlay Reser		0		0		0		0		0	)	(	0		0				
	CIIS Site Funding Info																		
SITE Location/Desc:						Prior:		<u>10-11:</u>		<u>11-12:</u>		<u>12-13:</u>		<u>13-14:</u>		<u>14-15</u>	<u>;</u>	<u>15-1</u>	<u>6:</u>
77533 - 111 NW 1ST			0		0		0	1	,000,000	3	,500,000			0		0			
Desc: Repair and rer	novate an	existing t	facility																
	Recs:	05-06:	<u>06-07:</u>	<u>07-08:</u>	<u>08-09:</u>	<u>09-10:</u>	<u>10-11:</u>	<u>11-12:</u>	<u>12-13:</u>	<u>13-14:</u>	<u>14-15:</u>	<u>15-16:</u>	<u>16-17:</u>	<u>17-18:</u>	<u>18-19:</u>	<u>19-20:</u>	20-21:	21-22:	<u>2</u> :
OMB RV:	1	0	0	0	0	0	0	0	1,000,000	3,500,000	0	0	0	0	0	0	0	0	
OMB MS:	2	0	0	0	0	0	0	0	1,000,000	3,500,000	0	0	0	0	0	0	0	0	
CIIS Proposed RV:	1	0	0	0	0	0	0	0	250,000	2,750,000	1,500,000	0	0	0	0	0	0	0	
CIIS Proposed MS:	2	0	0	0	0	0	0	0	250,000	2,750,000	1,500,000	0	0	0	0	0	0	0	



# **Updating Existing Projects in CIIS: Select Site or Project Update**

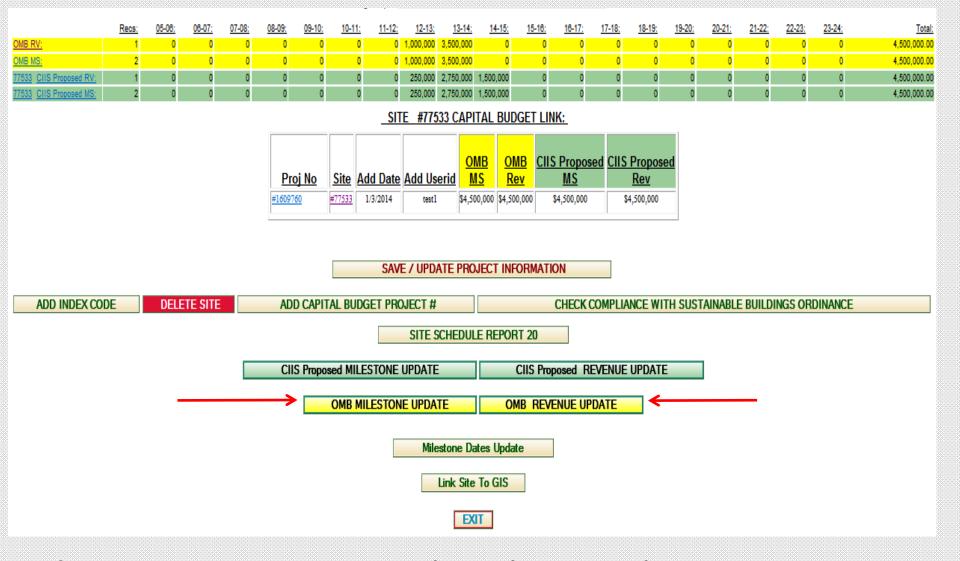
- Click on the **SITE Location/Desc** in order to update milestones and revenue
- Click on **Update Project** to update project descriptions

Repair and renovate an existing facility



# **Updating Existing Projects in CIIS: Analyze Project Information**

- Note that the Site Comments and Site Status (updated throughout the year by the project manager) indicates that the project had delays
- Note that the "Green" module has been updated by project manager to show actual expenses in FY12-13 (\$250,000) and that the project cash flow has changed. OMB "Yellow" Module needs to be updated to match.



# **Updating Existing Projects in CIIS: Update Milestones and Revenues**

- To update milestones, click "OMB MILESTONE UPDATE"
- To update revenues, click on "OMB REVENUE UPDATE"

Project Title:

1609760-TEST PROJECT 2

Project Desc:

Repair and renovate an existing facility

Site:

#77533 - 111 NW 1ST ST-Repair and renovate an existing facility

						OME	3 Milestones Upo	late_		
Milestones: 05-06	<u>06-07</u>	07-08	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
Design: Funding Source:	-(CAP OUT)	REV:\$4,500,0	00 - EXP: \$4,5	00,000						
OMB <0	0	0	0	0	0	0	250,000	0	0	0
CIIS Propo	0	0	0	0	0	0	250,000	0	0	0 (
CIIS Actua 0	0	0	0	0	0	0	0	0	0	0 (
13-14 Adop 0	0	0	0	0	0	0	0	0	0	0 (
									10.	
Construction: Funding S	ource: -(CAP C	OUT) REV:\$4	,500,000 - EXF	2: \$4,500,000						
OMB 0	0	0	0	0	0	0	750,000	3,500,000	0	0
CIIS Propo 0	0	0	0	0	0	0	0	2,750,000	1,500,000	0 (
CIIS Actua 0	0	0	0	0	0	0	0	0	0	0 (
13-14 Adop 0	0	0	0	0	0	0	0	0	0	0 (
CAP OUT Totals:	Funding: CA	P OUT 4,500,	000	Expenditures:	CAP OUT 4	,500,000				

# **Updating Existing Projects in CIIS: Updating Milestones**

- To update budget milestones, click on **OMB**, then update active fields
- To update CIIS milestones, click on CIIS Propo to toggle between "Green" and "Yellow" Modules

#### BUDGET PROJECT 1609760 - (As per 2013-2014 Approved Budget)

Project Title: 1609760-TEST PROJECT 2

Project Desc: Repair and renovate an existing facility

Site : #77533 - 111 NW 1ST ST-Repair and renovate an existing facility

							<u> </u>	MB Funding Upda	<u>ite</u>		
Funding:	<u>05-06</u>	<u>06-07</u>	07-08	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u> <u>1</u>
Capital Ou	<u>ıtlay Reserve:</u>	Funding Sou	rce: CAP OUT	<u> </u>							
OMB	0	0	0	0	0	0	0	1,000,000	3,500,000	0 <	0 (
CIIS Propo	0	0	0	0	0	0	0	250,000	2,750,000	1,500,000	0 0
13-14 Adop	0	0	0	0	0	0	0	0	0	0	0 0
										-	
Funding:	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u> <u>1</u>
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	3,500,000.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	3,500,000.00	0.00	0.00
Total:	0	0	0	0	0	0	0	250,000	2,750,000	1,500,000	0
Total:	0	0	0	0	0	0	0	0	0	0	0

Save OMB Funding

#### **Updating Existing Projects in CIIS: Updating Revenues**

• To change revenues associated with milestones, select appropriate revenue, type in the updated amounts and then click **Save OMB FUNDING** 



#### **PROJECTS**

Capital Projects (R

GOB Projects (R)

QNIP Projects

A & E Projects

#### Contracts / Agreements

Contracts by Dept (R)

MCC RPQ Contracts (R) (B)

EDP Agreements

Architecture & Eng.

#### STANDARD PROCEDURES

Capital Constr. Overview
Policies & Procedures
Contract Language
Contract Forms
Help and Training

Maria Johnson: Your previous logon was: Monday, December 03, 2012 at 6:32:47 PM

# -TEST-Capital Budget Projects Menu

Select by Department: BU - Management and Budget

#### Search for Budget Number

Select Budget Project by Number:

(Unbalanced OMB in red) 1604910 - TEST SITE

Select Budget Project By Desc : 1604910 - TEST SITE

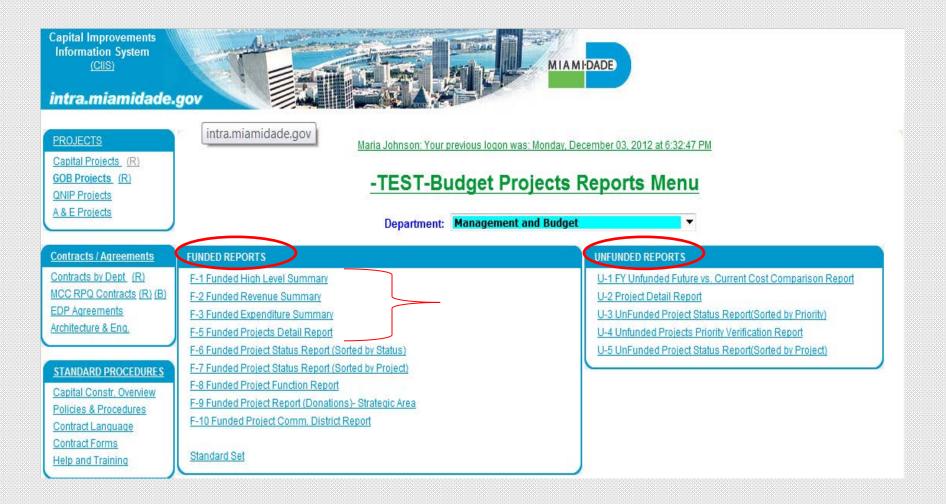
Get 1604910 Record

Add New Funded Management and Budget Project
Add New UnFunded Management and Budget Project
View Management and Budget Project List
View Management and Budget Budget Contract List

Search for Site Number Search for Index Code

## **Using Reports in CIIS**

• Click on the (R) icon in order to access financial reports



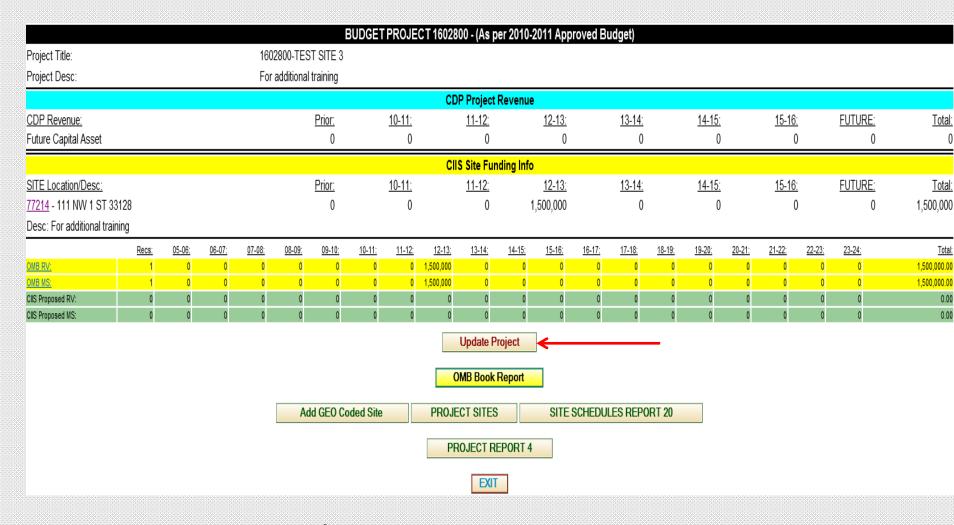
# **Using Reports in CIIS**

- Two types of reports Funded (on the left) and Unfunded (on the right)
- Use the F-1 through F-5 for purposes of Budget Discussions



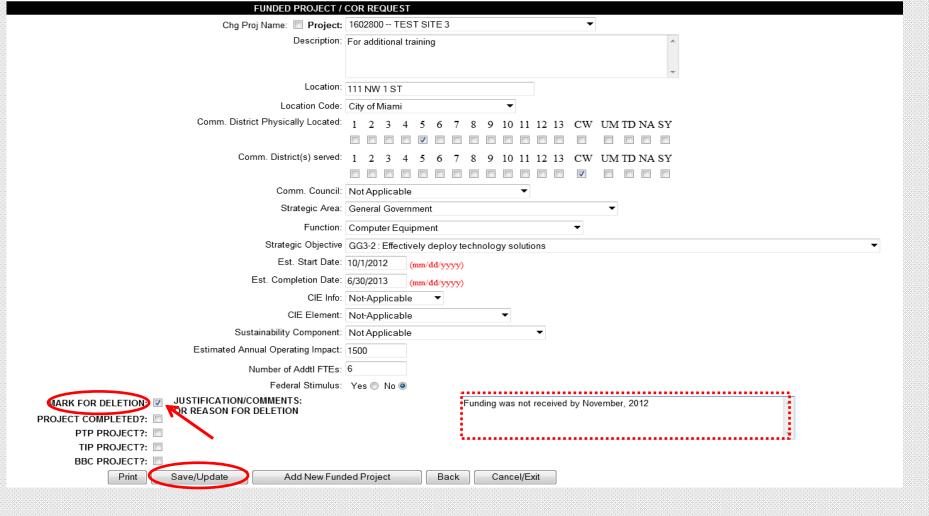
## **Deleting Projects in CIIS**

Click on drop-down and the select project for deletion



# **Deleting Projects in CIIS**

• Click on the **Update Project** tab



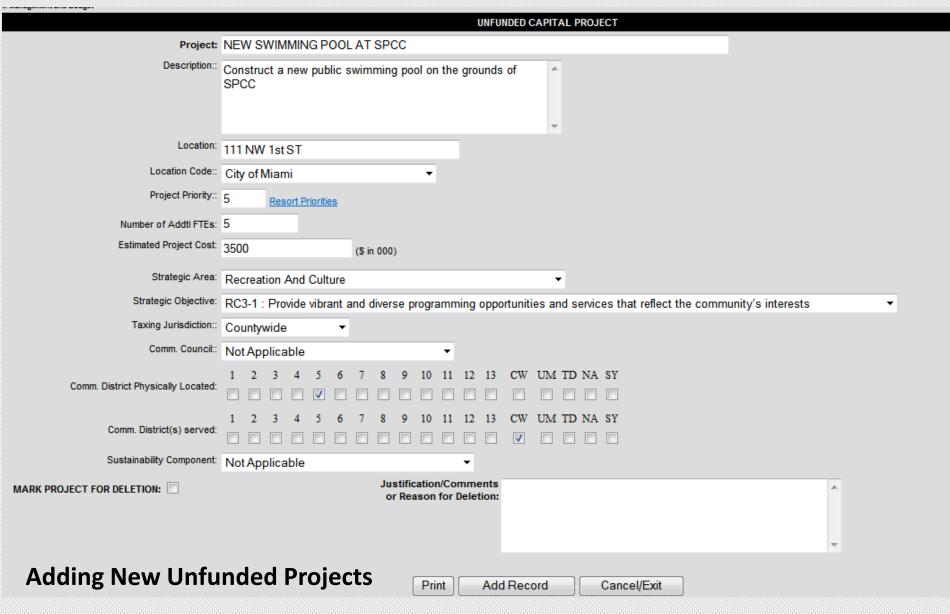
# **Deleting in CIIS**

- Click on Mark For Deletion
- Type justification for deletion in box
- Then click Save/Update then "Exit"



# **Adding New Unfunded Project**

Click on Add New UnFunded Project



- Fill out all information in available fields and click "Add Record"
- It is important to remember that Estimated Project Cost is in **000's**

# Capital Budget Contacts

- Anita Gibboney Capital Coordinator (305) 375-5414
- Silvia Lopez Budget Analyst (305) 375-4862